

*File: ARO*

Agenda for Area Records Officers Meeting, Thursday, 11 June 1964  
Room 1E-78, Headquarters

1. Good morning, ladies and gentlemen. Welcome to our second meeting in 1964.
2. I am pleased to see such a fine attendance today. It is particularly pleasing to see new faces - we have several new records officers:



- Office of Budget, Planning and Manpower  
Office of Communications  
- Office of Central Reference  
FBID

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3. Before proceeding with the principal topic of our meeting I have a few brief announcements:

a. Availability of New Records Center Box - New "tuck" in bottom does not require tape or staples for reinforcement. Place orders with BBO's.

b. IRAC- 19 June 1964 - 10:30. Read Announcement.  
Inquire about transportation

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c. Fiscal Year Report.

d. *Form Management Workshop*

4. During the past year at these meetings we have learned about records management programs at State from Don Simon; AID from Jack Shurman; and Joe Pomerence from ARMY.

Today we shift to GSA - the Agency that has Government-wide responsibility for all Federal records management programs--to hear about Office equipment programs.

Every records officer has a need-to-know about each phase of records management --forms, correspondence, filing systems, records disposition and vital records in order to carry out his program successfully. I know of no element in the entire records management program, however that is so active and has such possibilities for capturing results as office equipment. We have reasonably good standards I believe for guides in selecting filing equipment and filing supplies. These are outlined in [redacted]. There are, however, few guides beyond these.

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Our Guest speaker today is probably the best experienced person in or out of Government to discuss this subject of Office Equipment. I have known Bill Reilly for at least 7 years. He is always ready to give us ~~us~~ help on anything anytime. If you ask him a direct question about equipment--you get a direct answer regardless of circumstances. I feel we are most fortunate in having Bill here today to talk about his favorite topic - "Office Equipment-Not Gadgets" - Ladies and Gentlemen, may I present Mr. William J. Reilly, ~~Ag.~~ *Equipment* Analyst, NARS, GSA.

*Specialist*



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ARO Meeting, 11 June 1964, 1E-78, Headquarters  
Conducted by William J. Reilly, Management Analyst, National  
Archives and Records Service, GSA.

The following attended:

COMPONENTS

Ex.Dir.Compt.OB/PAM  
Office of DCI  
Cable Secretariat  
~~General Counsel~~  
Inspector General  
Audit Staff

NAME

ROOM

BUILDING

	7E-12	Headquarters
	1A-53	Headquarters
	<del>7E-12</del>	<del>Headquarters</del>
	<del>7D-49</del>	<del>Headquarters</del>
	5E-22	Headquarters

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DD/S COMPONENTS

Training  
O/DD/S  
Security  
Personnel  
Communications  
Records Administration  
Logistics  
Finance  
Medical Staff  
Regulations Control

	532	Broyhill
	<del>7E-12</del>	Headquarters
	4E-42	Headquarters
	5E-68	Headquarters
	GA-43	Headquarters
	604	1016 16th St.
	1C-47	Quarters Eye
	6E-69	Headquarters
	1D-4060	Headquarters
		Headquarters

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DD/I COMPONENTS

O/DD/I  
Central Reference  
FDD  
Research and Reports  
National Estimates  
Current Intelligence  
Basic Intelligence  
Nat.Photo.Intell. Ctr.

	7E-32	Headquarters
	2E-16	Headquarters
	352	1717 H St.
	4F-29	Headquarters
	7E-62	Headquarters
	6G-29	Headquarters
	201	Alcott
	6N-222	
	2E-49	Headquarters
	402	1717 H St.
	519	1717 H St.
	414	1717 H St.
	401	1717 H. St

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DDS&T COMPONENTS

OSI  
DDS&T  
OEL & ORD  
OSA  
OCS

	6F-40	Headquarters
	<del>6F-40</del>	<del>Headquarters</del>
	2E-37	Headquarters
	6B-13	Headquarters

DD/P COMPONENTS

O/DD/P

	3C-19	Headquarters
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Records Administrations

Records Center

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